

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 10-13**

3 SEPTEMBER 2002

Operations

OPERATIONS SECURITY (OPSEC)

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This checklist reflects Command requirements for Operations Security (OPSEC) offices to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been completely revised due to the revised Air Force Instruction (AFI) 10-1101, ***Operations Security***.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this Checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

LAURI K. CROSS, Col, USAF
Director of Intelligence

Attachment 1

OPERATIONS SECURITY (OPSEC)

Table A1.1. Checklist.

SECTION 1: HQ AFSPC			
<p>MISSION STATEMENT: Manages overall OPSEC program for command. Coordinates with other MAJCOMs and Air Staff for training, external agency sponsored surveys and command level issues. Develops OPSEC annexes for command level OPLANS when required. Reviews NAF/DRU level OPSEC annexes and OPSEC issues during exercises and real world operations. Advocates OPSEC awareness throughout HQ AFSPC and command. OPR for command supplement to AFI 10-1101. Submits annual award package for Air Force and national level OPSEC award processes. Develop, conduct OPSEC surveys when needed. Helps develop/review process used to approve data for public release over INTERNET.</p> <p>NOTE: All references are from AFI 10-1101, <i>Operations Security</i>, unless otherwise stated.</p>			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Is an annual OPSEC report completed? (Para 3.6)			
1.1.2. Does the Program Manager (PM) conduct an annual self-inspection? (Para 4.1.5)			
1.1.3. Is a PM assigned IAW AFRD 10-11, <i>Operations Security</i> ? (Para 4.2)			
1.1.4. Does the PM have a written OPSEC Plan? (Para 4.3.2)			
1.1.5. Is a comprehensive in-house survey conducted on an annual basis? (Para 4.6.1)			
1.1.6. Has a critical information list been approved by the commander? (Para A2.1.1.5)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Has the PM attended the HQ USAF OPSEC Program Manager Course? (Para 3.2.4)			
1.2.2. Is OPSEC integrated with Public Affairs in order to protect critical information? (Para 4.1.4.1)			

1.2. NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
1.2.3. Does the PM report OPSEC events IAW AFPD 10-20, <i>Air Force Defensive Counter Information Operations</i> ? (Para A2.1.1.7)			
1.2.4. Does the PM coordinate across organizational boundaries to ensure that OPSEC is consistently applied throughout the command? (Para A2.4.1)			
1.2.5. Does the PM ensure critical information is identified for each operation, activity and exercise? (Para A2.4.2)			
1.2.6. Does the PM provide guidance to subordinate units for controlling critical information? (Para A2.4.3)			
1.2.7. Does the PM ensure subordinate units plan, exercise and implement OPSEC measures as appropriate? (Para A2.4.4)			
1.2.8. Is OPSEC integrated into new weapon system requirements and milestone reviews? (Para A2.4.5)			
1.2.9. Are OPSEC considerations included in annual unclassified web page reviews? (Para A2.4.7)			
1.2.10. Are OPSEC considerations included in new data posting to unclassified web pages? (Para A2.4.7)			
1.2.11. Is OPSEC awareness training provided as part of inprocessing for new personnel and on an annual basis to all personnel? (Para A2.4.8)			
1.2.12. Does the OPSEC PM ensure training is provided to all Wing level and above OPSEC PM's? (Para A2.4.9)			
SECTION 2: NAF/DRU MISSION STATEMENT: OPSEC program focal point for NAF/DRU level and below. Coordinates with MAJCOM and wings for training, external agency sponsored surveys and NAF/DRU level issues. Develops OPSEC annexes for NAF/DRU level OPLANS and monitors OPSEC issues during exercises and real world operations. Reviews wing level OPSEC annexes. Advocates OPSEC awareness throughout NAF/DRU. Develops and maintains Critical Information List for NAF/DRU. Submits annual nominations for the Air Force and National OPSEC awards to HQ AFSPC/INWD. NOTE: All references are from AFI 10-1101, unless otherwise stated.			

2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Is a PM assigned IAW AFD 10-11? (Para 4.2)			
2.1.2. Is a comprehensive in-house survey conducted on an annual basis? (Para 4.6.1)			
2.1.3. Has a critical information list been approved by the commander? (Para A2.1.1.5)			
2.1.4. Does the PM conduct an annual review? (Para A2.1.1.8)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Is OPSEC awareness training provided as part of inprocessing for new personnel (military, contractor, civilian) and at least annually thereafter? (Para 3.2.1, 3.2.3 and A2.4.8)			
2.2.2. Has the PM attended the HQ USAF OPSEC Program Manager Course? (Para 3.2.4)			
2.2.3. Does the PM ensure OPSEC is integrated into all organizational plans and activities? (Para 4.1.3)			
2.2.4. Is OPSEC integrated with Public Affairs in order to protect critical information? (Para 4.1.4.1)			
2.2.5. Does the PM provide guidance to subordinate units for protecting critical information? (Para 4.2)			
2.2.6. Are OPSEC considerations included in unclassified web page reviews? (Para A2.4.7)			
2.2.7. Are OPSEC measures (Para 2.6) developed and executed to reinforce the combat effectiveness of units and weapon systems? (Para A2.1.1.4)			
2.2.8. Does the PM report OPSEC events IAW AFD 10-20? (Para A2.1.1.7)			
2.2.9. Does the PM submit an annual OPSEC report to higher headquarters? (Para A2.1.1.9 and AFSPC Sup 1, Para 3.6.3.1 and 3.6.3.2)			
2.2.10. Does the PM consolidate subordinate wing OPSEC PM training requirements and provide to HQ AFSPC/INWD? (Para A2.4.9)			

SECTION 3: WING/UNIT

MISSION STATEMENT: Manages overall OPSEC program for the wing/unit. Identifies and documents Critical Information (CI), OPSEC vulnerabilities, and OPSEC measures to control CI. Coordinates with NAF OPSEC OPR for PM training and external agency sponsored surveys. Develops OPSEC Annexes for OPLANS and monitors OPSEC issues during exercises and real world operations. Advocates OPSEC awareness throughout the organization. Submits annual nominations for the Air Force and National OPSEC awards to NAF/DRU OPSEC PM.

NOTE: All references are from AFI 10-1101, unless otherwise stated.

3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Is a PM or point of contact assigned IAW AFI 10-1101? (Para 4.2)			
3.1.2. Is a comprehensive in-house survey conducted on an annual basis? (Para 4.6.1)			
3.1.3. Has a critical information list been approved by the commander? (Para A2.1.1.5)			
3.1.4. Does the PM conduct an annual review? (Para A2.1.1.8)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is OPSEC awareness training provided as part of inprocessing for new personnel (military, contractor, civilian) and at least annually thereafter? (Para 3.2.1, 3.2.3 and A2.4.8)			
3.2.2. Has the PM attended the HQ USAF OPSEC Program Manager Course? (Para 3.2.4)			
3.2.3. Does the PM ensure OPSEC is integrated into all organizational plans and activities? (Para 4.1.3)			
3.2.4. Is OPSEC integrated with Public Affairs in order to protect critical information? (Para 4.1.4.1)			
3.2.5. Does the PM provide guidance to subordinate units for protecting critical information? (Para 4.2)			
3.2.6. Are OPSEC considerations included in unclassified web page reviews? (Para A2.4.7)			

3.2. NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
3.2.7. Are OPSEC measures (Para 2.6) developed and executed to reinforce the combat effectiveness of units and weapon systems? (Para A2.1.1.4)			
3.2.8. Does the PM report OPSEC events IAW AFPD 10-20? (Para A2.1.1.7)			
3.2.9. Does the PM submit an annual OPSEC report to the NAF/DRU OPSEC PM? (Para A2.1.1.9)			